

# Memorandum

TO : DTR  
THRU : C/OS/TR  
FROM : CC/OS/TR

DATE: 29 March 1965

SUBJECT: Weekly Activities Report #6  
15 March - 28 March 1965

## A. SIGNIFICANT ITEMS

Nothing to report.

## B. TRAINING CONDUCTED

1. During the period of this report, [REDACTED] conducted a total of eleven programs involving one hundred and fifteen trainees plus an indefinite number of trainees under the [REDACTED] TDY program. During the period, five programs were started and four were completed.

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2. During the period of this report, [REDACTED] conducted a total of two programs involving two trainees. During the period, one program was started and one was completed.

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## C. PROJECTED ACTIVITIES

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1. [REDACTED] has a total of twenty-five programs scheduled to start between 29 March and 18 October 1965.

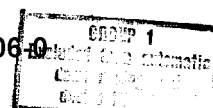
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2. [REDACTED] has a total of three programs scheduled to start between 5 April and 26 April 1965.

## D. COMMENTS ON TRAINING PROGRAMS

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1. The [REDACTED] program, designed to provide the staff agent personnel of that project with the capability for conducting training in basic and advanced tradecraft and counterintelligence for their clients, ended this week.



The initial phase of the program, basic tradecraft, was completed last December, and two weeks of advanced tradecraft and another two weeks of counterintelligence comprised this portion of the training. Thanks are due to Mr. [REDACTED] for his valuable assistance in the counterintelligence portion.

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- 25X1A 2. A one week program for [REDACTED], a long time staff agent, was completed on 26 March by [REDACTED]. [REDACTED] an often-trained agent, was brought up to date on tradecraft and operational security prior to embarking on a new assignment.

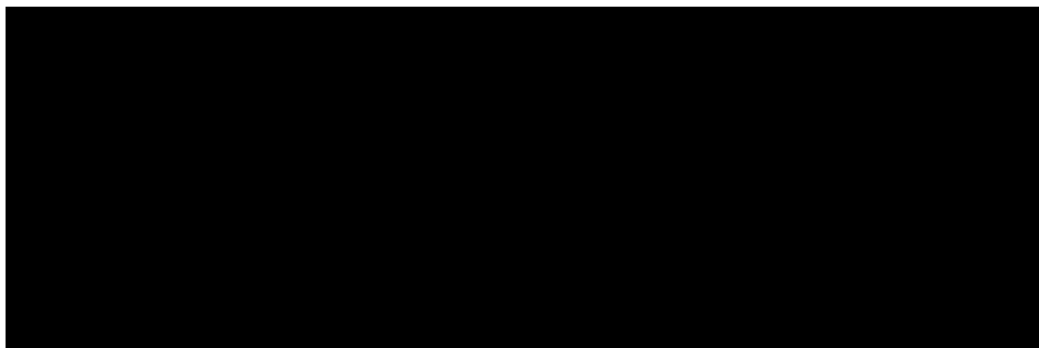
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25X1A E. OTHER ACTIVITIES

- 25X1A 1. Mr. [REDACTED] of the Inspector General's office visited the [REDACTED] offices on 17 March 1965.

F. PERSONNEL

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UNITED STATES GOVERNMENT

# Memorandum

**CONFIDENTIAL**

DATE: 16 March 1965

TO : DTR

FROM : C/OS/TR

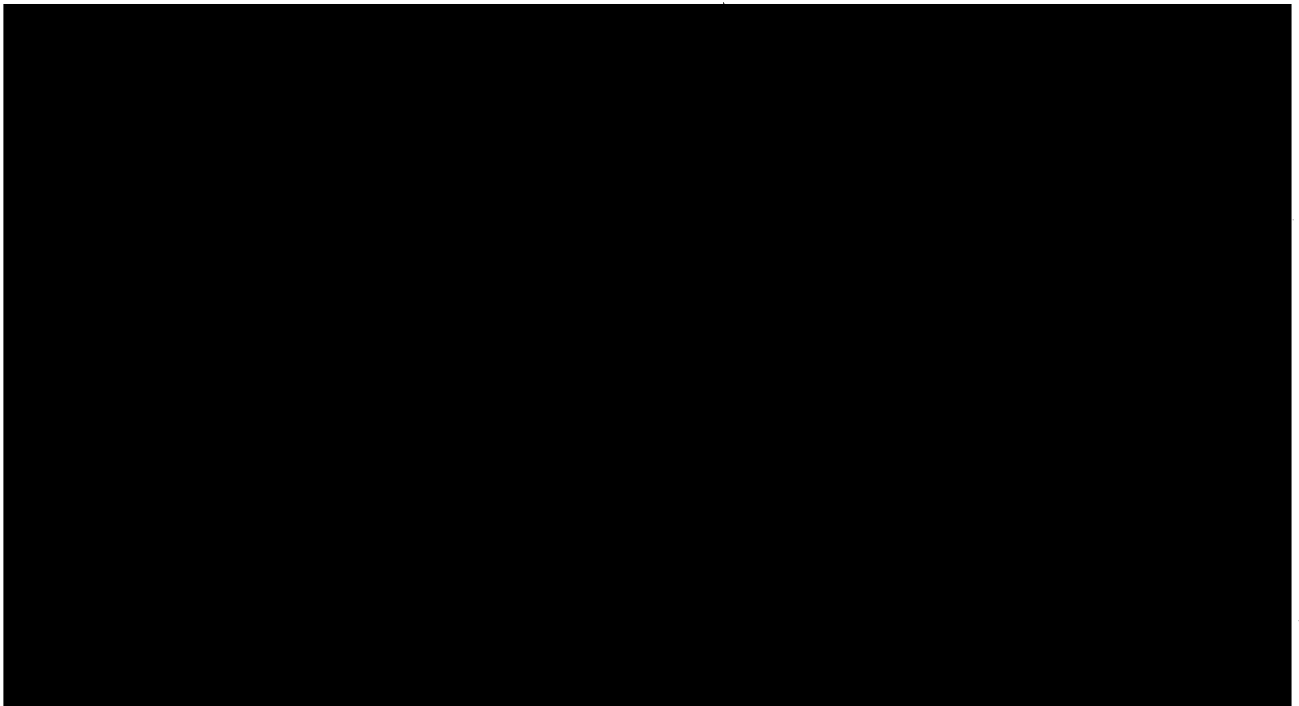
SUBJECT: Biweekly Activities Report #6  
3 - 16 March 1965

A. SIGNIFICANT ITEMS

Nothing to report.

B. OTHER ITEMS

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3. Briefing of Personnel Going to [REDACTED]

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The DTR has approved a request for all personnel going to [REDACTED] to be briefed by the SO/TR. Heretofore, this responsibility has been carried on by a number of different personnel in OTR.

DOCUMENT NO. \_\_\_\_\_

NO CHANGE IN CLASS. ☐

☐ DECLASSIFIED

CLASS. CHANGED TO: TS S [REDACTED]  
Approved For Release 2001/08/21 : CIA-RDP78-06096A000100050006-0

AUTH: HR 70-2

DATE: 27-82

REVIEWER: [REDACTED]

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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4. Request for CS Name Check Course Kit

We have received an inquiry from Operations Staff/ [REDACTED] for a kit used in the new CS Name Check Course. [REDACTED] chief instructor, says that since the course has not been stabilized, forwarding the kit at this time would not be advantageous. [REDACTED] has volunteered to make a visit to [REDACTED] following the next presentation of the CS Name Check Course where he will discuss the content of the course at the same time he makes available the course kit.

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5. Course We Cannot Presently Handle

See accompanying note.

6. COS Seminar

On 15 March [REDACTED] called re enrollment in this course. On hearing of this I called [REDACTED] and told him we would be cancelling the next running. He was opposed to this, saying that enrollment should determine the question. He added that he had recommended me to John [REDACTED] as the man to run it next time. We left the matter dangling. As we had only 8 to 9 students in the last running, I see no reason to expect a greater number for Number III, and feel we should not put this on for less than 12.

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7. People Looking for Jobs in OTR

[REDACTED] wants to return to OTR. He came to see me on 10 March. I did not encourage him.

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[REDACTED] would like an assignment with Covert Training. He saw [REDACTED] today. We will review his case carefully before making any recommendations to you. He may be too limited in Ops. experience.

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8. Inspection of [REDACTED] Office

I would like to inspect our [REDACTED] offices on or about 19 April for a three-day period. Is this o.k. with you?

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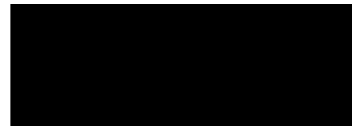
17 March 1965. It is a courtesy and get acquainted call. He called me to see if I would go along.

10. Attached are Biweekly Activities Reports from Headquarters Training, Covert Training, and Training Assistance Staff.

C. PERSONNEL ITEMS

Nothing to report.

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Attachments as stated

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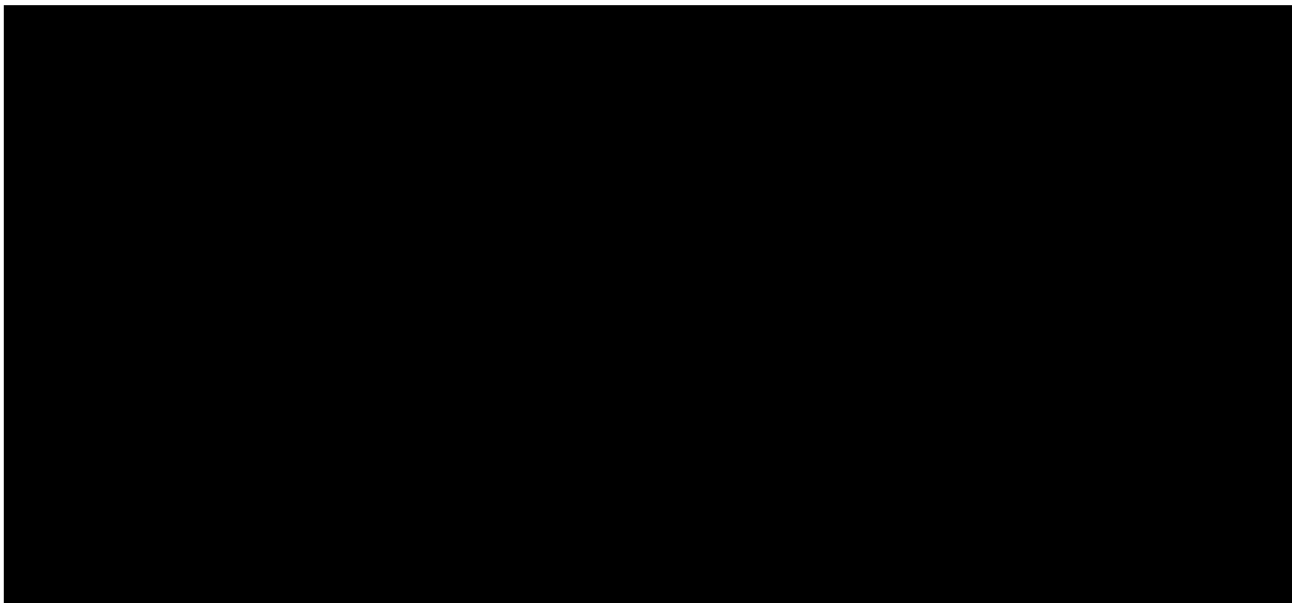
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Attachment to Biweekly Activities Report #6

Course We Cannot Presently Handle - Ref. B, para. 5

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15 March 1965

MEMORANDUM FOR: Chief, Operations School

SUBJECT : Biweekly Activities Report No. 6  
2 - 15 March 1965

A. SIGNIFICANT ITEMS

Nothing to report.

B. OPERATIONS FACULTY

1. Support Services Course No. 1

Support Services Course No. 1 is in its eighth and final week. On Friday, 12 March the Logistics and Budget phase was completed at 1000 Glebe. [REDACTED] was absent the greater part of the last week and the Office of Finance obliged us by making [REDACTED], Certification and Liaison Division/OF available to conduct the final portions of this phase. [REDACTED] did a commendable job. On 8 March [REDACTED] accompanied the class on a one day tour of the support services of [REDACTED]. [REDACTED] reported that the tour was excellent in all aspects. The [REDACTED] staff, as always, put on an outstanding show and the class benefitted greatly. During this final week the class will be in Room 1A-13 Headquarters. The comprehensive problem will take place from Tuesday through Friday. Assistance has been requested from the various components of DDS in critiquing the comprehensive problem. We have contacted [REDACTED] re-requesting the DDS or some other senior officer of that office to make a closing address. This will be slightly anti-climactic since the JOT's received notice of their future assignments over a week ago.

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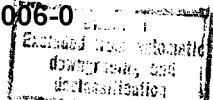
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2. Chiefs of Station Seminar No. 2

COS Seminar No. 2 was completed in Room 1A-13 Headquarters on Friday, 12 March. The DDP was unable to make the closing address and the Executive Director appeared in his place. In his usual style, the Executive Director gave a most meaningful presentation. A total of nine students completed the course (see BAR No. 5 para B 2).

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3. Counterintelligence Familiarization Course No. 46

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CI Fam No. 46 was completed by 18 students on 12 March. Inspite of the large representation from the Office of Security and [REDACTED], Chief Instructor, reported that the class did very well during the course.

4. Information Reporting, Reports and Requirements Course No. 53

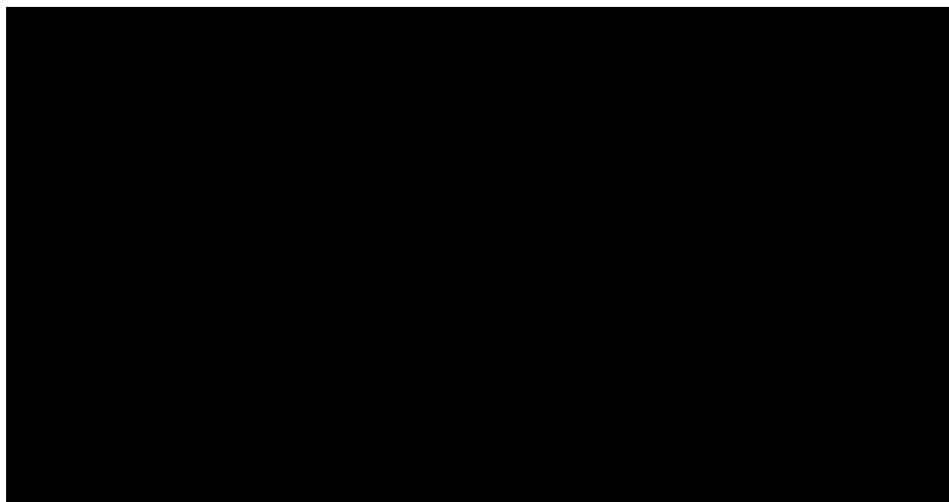
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IRRR No. 53 is in its third and final week with a total of eight students. [REDACTED] Chief Instructor, reports that the course is going very well.

5. Other Activities

a. Assistance to Covert Training:

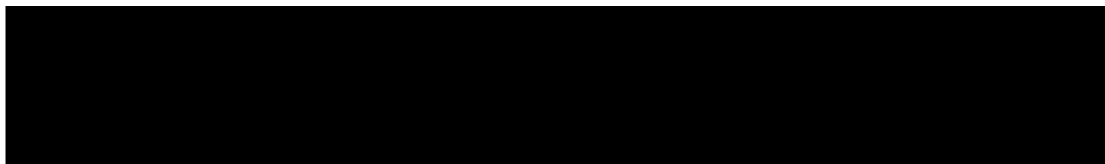
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b. In view of the pending departure of [REDACTED] for a field assignment, we are having to reassign responsibility for several upcoming courses:

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c. On 10 March a memorandum was submitted to C/OS/TR requesting the transfer of responsibility for future Project USEFUL presentations. We feel that the objectives and nature of Project USEFUL no longer falls within the responsibilities of the Operations School. The matter is being discussed with C/IS/TR. In the meantime we will continue responsibility for presenting the second Abridged Project USEFUL for this academic year. (See para 5b above).

d. We have received a request from the CI Staff for filming certain live presentations given by members of their component in our courses. The matter is being discussed with C/OS/TR, XO/TR, and members of ISB/TR.

e. We are participating for the first time in the Intelligence Orientation Course presented by the Intelligence School. On 9 March [REDACTED] gave a lecture on Counterintelligence and Operational Security. On 10 March [REDACTED] gave a presentation on Covert Action.

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#### C. OPERATIONS SUPPORT FACULTY

##### 1. Budget and Finance Course No. 54

Budget and Finance Course No. 54 was concluded on 5 March. The small group of seven students worked well and attained the objectives of the Course. One student from the Africa Division was slow in comprehending the Class B Accounting, and failed the foreign travel test. This information has been given to the Training Officer.

##### 2. Operations Support Course No. 65

The schedule for Operations Support Course No. 65 starting 29 March has been distributed.

##### 3. Administrative Support Course No. 116

Admin Procedures Course No. 116 started on Monday, 15 March with a total of twenty-eight students. Student enrollment continues to reveal that the course is being misused in preparing personnel for overseas assignments. This matter has been discussed with C/AIB/R/TR who will henceforth screen all training requests for this course.

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4. Other Activities

- 25X1A a. On 1 March C/OSF/HT submitted her revised lecture script covering "The Office of the Director" to [REDACTED], TRO/ODCI, for review. [REDACTED] mentioned the need for Administrative training for non-DDP personnel. Such a course was run at one time and was discontinued as there were no students. Mrs. [REDACTED] suggested that [REDACTED] investigate the need, suggest subject matter and submit a request through channels to the DTR. 25X1A
- 25X1A b. On 1 March C/OSF/HT met with [REDACTED] Chief of Support, and [REDACTED], Training Officer of the WE Division. The use of the Administrative Procedures Course for overseas training was discussed at length. (See Item C 3 above). [REDACTED] was unaware of the change of emphasis in the course and indicated he wanted to investigate the training of outgoing WE support personnel. 25X1A
- 25X1A [REDACTED] felt that an Operations Support Refresher would be valuable for returnees, and for individuals going overseas years after taking courses.
- 25X1A c. On 3 March [REDACTED] participated in the Dependents' Briefing.

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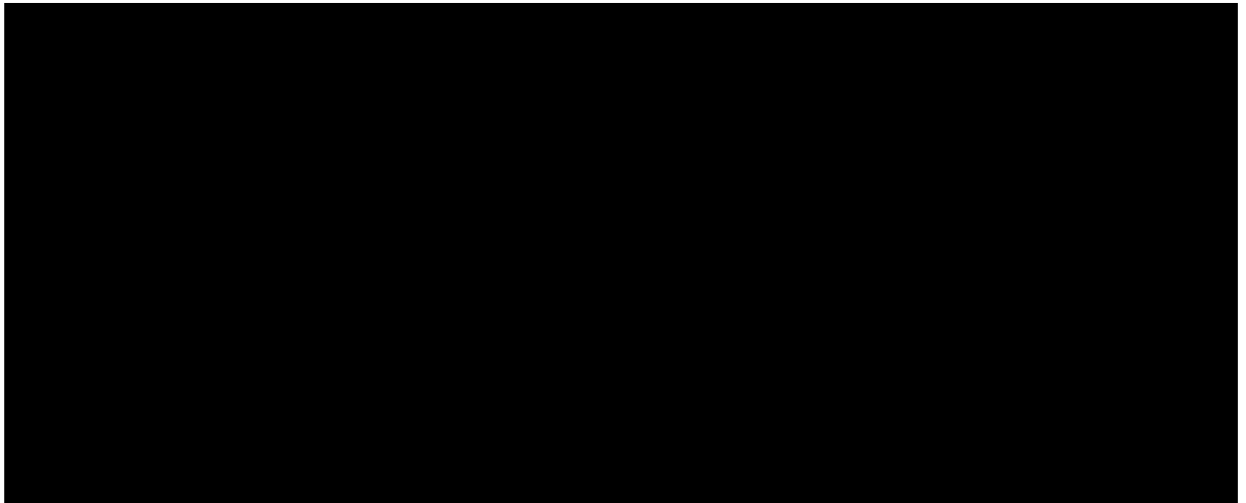
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f. The "In-Box" type of problem which [REDACTED] requested from the Office of Logistics has been received and is being reviewed. It was received too late to be used in the present DD/S Support Course but it will be utilized in future courses.

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D. ADMINISTRATION

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Chief, Headquarters Training

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# Memorandum

TO : Director of Training  
THRU : Chief, Operations School, OTR  
FROM : Chief, Training Assistance Staff,  
Operations School

DATE: 15 March 1965

SUBJECT: Bi-Weekly Activity Report #6  
2 - 15 March 1965

A. SIGNIFICANT ITEMS:

None to report.

B. OTHER ITEMS:

1. GLOSSARY:

Joint Chiefs of Staff, through ACSI, has requested permission to declassify and use in its "Dictionary of U.S. Military Terms" two definitions from the OTR Glossary of Operational Terminology. The terms are "clandestine operations" and [REDACTED] operations." The request came to the Departmental Coordination Group of FI Staff, [REDACTED] and [REDACTED]

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[REDACTED] feel that agreement within the intelligence community on these definitions will be advantageous to the Agency. I told Wayne that OTR had no objection to the declassification, but the responsibility for such action belonged to the Clandestine Services, preferably at the DD/P or A/DD/P level. Acceptance of OTR's glossary within the community is a source of some pride to TAS. We have been told that DIA is now in process of revising its own product--with better results, we hope, than its first effort showed.

2. SANITIZED CATALOGUE OF COURSES:

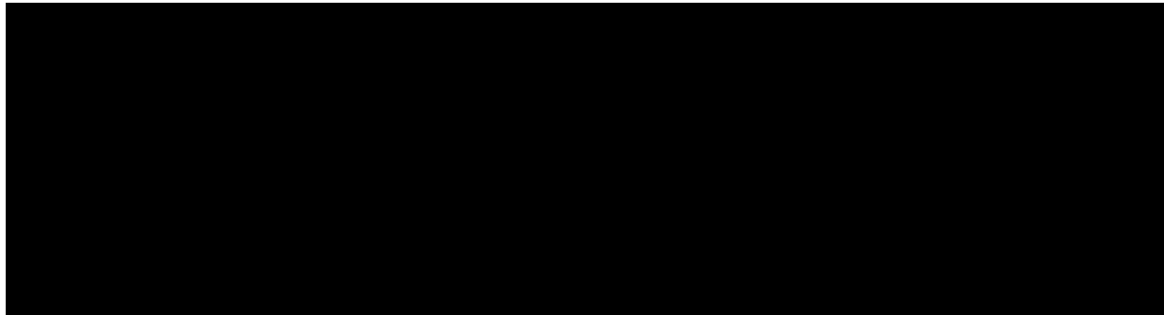
An up-to-date draft of a sanitized version of the OTR Catalogue of Courses for use at overseas stations has been completed and is being reviewed by School chiefs. We have asked for their comments by 19 March. It will then be prepared in final form and a carbon copy submitted to the DDP Training Officer for his approval before it is sent to reproduction.

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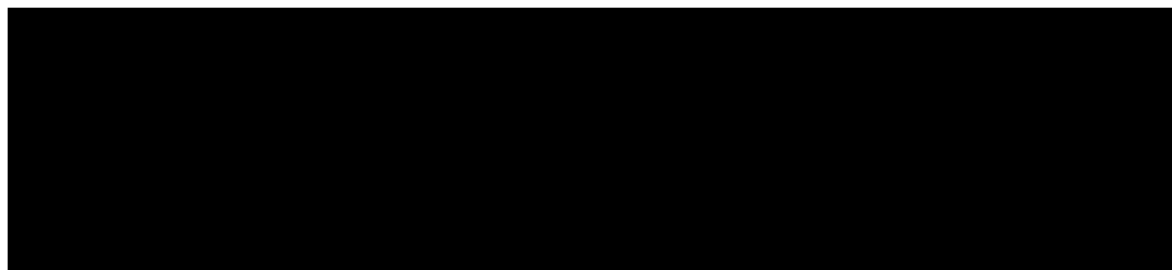
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4. CLEARANCE OF MATERIALS:

The task of reviewing, sanitizing, and clearing through CI/OA, training materials for transmittal overseas is one of TAS' primary responsibilities. We perform this service for OTR instructors going abroad on TDY as well as for the Clandestine Services. This is always a time-consuming job, but it is especially burdensome when voluminous amounts of non-sanitized materials are involved. Because of TAS' small staff and because of the increase in the number of instructors assigned on TDY tours, we have asked CC/OS to encourage members of his staff to use, to the greatest extent possible, materials prepared for use overseas. (These papers are already sanitized and their clearance is more or less routine.) Instructors would, of course, continue to send their own notes and such other papers as may be essential to the training program in which they are engaged. CC/OS agreed to our suggestion.



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5. REVISIONS OF TRAINING MATERIALS:

Demands for TAS' training items have been heavy (1,228 during the period 2-15 March, 841 of which went to [REDACTED]). As supplies become exhausted, the papers are reviewed and up-dated where necessary. One paper, Clandestine Communications, was prepared at [REDACTED] in 1957. [REDACTED] revised this paper and the new version is now

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back from reproduction and will be distributed as soon as possible. Several others need revision. These are: Selected List of Intelligence Terms (sanitized version of the Glossary); a paper on Observation and Description; and Intelligence Information Reporting Guide (prepared for release to liaison services). Our greatest need is for time to complete the rewriting of the Tradecraft Guide. The supply of this item is low, but we hope to have a new version before it is completely exhausted. Where papers require no revision, reproduction can be accomplished with little difficulty. One hundred or more copies of some ten such papers have been ordered within the last few weeks. The major portion of these are for [REDACTED] kits. A large number of papers (approximately 450 individual items) have been reviewed and retired to the "dead" file as obsolete.

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6. JOT RESEARCH:

During the past few days we have been visited by several JOT's in search of information and assistance in preparing their final Intelligence Production papers. Their questions were pretty "far out" for us old-time spies, but we hope we were helpful when we arranged appointments for them with our own choice of experts. One was searching for information as to how he could project future Soviet airplane designs. We sent him to [REDACTED] because of a recent Studies in Intelligence article. Another wanted an educated opinion from a member of the Clandestine Services as to the effect Castro's success had had on the Agency's operational planning, especially in South America. This seemed an excellent exercise for [REDACTED] who agreed--reluctantly--to discuss the problem. According to the JOT, Sam spent several hours with him and gave him just the information he needed to complete his paper.

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7. TRAINING MATERIALS FORWARDED:

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To the Clandestine Services:

243

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AF, 105; EE, 75; FE, 27; WH, 23;  
[REDACTED] Staff, 9; CI Staff, 1.

To Other Agency Components:

5

Commo, 3; ORR, 2.

To Other Government Agencies:

76

ACSI, 1; DIS, 75.

To OTR:

904

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[REDACTED] 841; SIC, 2; IS, 1; CH/OS, 48;  
CC/OS, 12.

TOTAL:

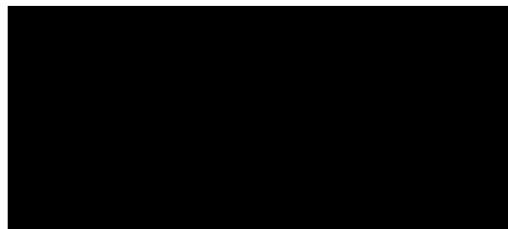
1,228

C. ADMINISTRATIVE:

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[REDACTED] left Friday evening, 12 March, for a two-week Florida vacation.

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